ANNEXURE

Form 27(A)]

TRAVELLING ALLOWANCE BILL.

(GAZETTED GOVERNMENT SERVANTS)

Instructions for preparing Travelling Allowance Bills.

1. Journeys of different kinds and journeys and halts should not be entered on the same line.

2. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not in travelling allowance bills.

3. Fractions of a mile in the total of a bill for any one journey should not be claimed.

4. When the first item of a travelling allowance bill is a halt, the date of commencement of this halt should be stated in the "Remarks" column.

5. Against each entry in column 13 there should be a corresponding entry in column 14.

6. A certificate of attendance given by the court or authority should be attached to the bill if travelling allowance is drawn under Article 556, Mysore Service Regulations.

7. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in the "Remarks" column whether or not the halt has exceeded ten days.

A travelling allowance bill may, if desired, be enfaced for payment to a Banker or Agent and submitted for collection through such Banker or Agent; this will obviate the necessity of the Government servant's attendance in person or by messenger, as payment may then be made direct to the Banker or Agent.

(Space for pre-audit enfacements in respect of bills submitted for pre-audit).

For use in Accountant-General's Office.

Head of Account.—	Admitted for Rs. Objected to Rs. Reason of objection— *Auditor, Superintendent, Gazetted Officer.*

TRAVELLING ALLOWANCE BILL.

(GAZETTED GOVERNMENT SERVANTS.)

strict adquarters	Name Designation Pay	Head of Account	Month of Voucher No. of List of payments for 19 .

Particulars of journeys and halts						Kind of journey, *i.e.*, by rail (mail or passenger), steamer, air, road* or trolley.	Railway / Steamer / Air Journey fare†			Distance travelled by road or by trolley			No. of days for which daily allowance is claimed	Actual Expenses		Purpose of journey or halt	Date of last visit	Remarks
Departure			Arrival							For which mileage is admissible		For which daily allowance is admissible						
Station	Date	Hour	Station	Date	Hour		Class	No. of fares	Amount	At ordinary rates	At other rates			Particulars	Amount			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
									Rs. A.						Rs. A.			

*Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer, and travelling by canal. (The particular kind should be specified in the bill.)
†In cases where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word "fare" should be held to mean "fare exclusive of diet".

	Rs.	a.	
Railway, aeroplane or steamer fare (col. 10).			Contents received.
Road mileage—			Please pay to.....
Miles @ (col. 11)			
Miles @ (col. 12)			
——days for which daily allowance is claimed (col. 14) @			Signature of the Government servant who travelled
Actual expenses (col, 16)			Office
Total			Date
Deduct—Single/Double Permanent Travelling Allowance for days			MEMO.
Deduct—Hire due to the Government			* Rs. a.
Other deductions—			Appropriation for 19 —19
Net claim			Expenditure including this bill
Rupees			Balance

Passed for Rupees ( )

Date *Controlling Officer.*

Pay Rupees ( )

Date *Treasury Officer.*

CERTIFICATES.

*If there is a combined appropriation for travelling allowance of gazetted and non-gazetted Government servants, the combined appropriation and expenditure should be shown in this column.